

**STATE PENSION REVIEW BOARD
AN EQUAL OPPORTUNITY EMPLOYER
STATE AGENCY JOB VACANCY NOTICE**

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| Agency: State Pension Review Board | Opening Date: 01/07/2022 Closing Date: Open until filled |
| Listing Number: PRB2203 WorkInTexas Job ID: 15034649 | |
| Salary: \$ 51,614-60,000 | |
| Position Title: Financial Analyst II | Salary Group /Class No: B22/1082 |
| Refer To: Lindsay Seymour | Telephone: 512-463-1736 |
| Number of Openings: 1 | Duration: Full Time |
| Travel Required: Limited | |
| Agency Mailing Address: P.O. Box 13498, Austin, TX, 78711-3498 | |
| Agency Location Address: 300 W. 15 th Street, Suite 406, Austin, TX | |
| Agency Web Address: www.prb.texas.gov | |

WORK TO BE PERFORMED

GENERAL DESCRIPTION: Performs high quality work in areas of financial research and analysis. Work involves compiling, reviewing, analyzing, and evaluating financial data; researching best practices related to public pensions and communicating technical concepts; and preparing reports and responding to inquiries. Work involves developing and evaluating specialized research projects relating to agency program functions for financial services. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED: Performs financial analyses of Texas public pension systems; conducts research on current pension issues and best practices; communicates technical financial concepts in plain language; prepares or assists with preparing reports for the board and agency publications; assists with the planning and development of educational content and materials; provides analysis of new or proposed legislation or regulations to determine impact on public retirement systems; assists with projects that require quick turnaround to meet deadlines; reviews audited financial statements and other pension plan reports to be entered into the agency's databases and for compliance; may make presentations to the board or other stakeholders; and performs related work as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduation from an accredited four-year college or university with a degree in finance, accounting, finance, economics, statistics, mathematics, or related field. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS AND ABILITIES: Must be able to demonstrate strong writing skills, including clearly communicating complex and technical subject matter; attention to detail; and the ability to work with

Microsoft Office. Knowledge of the techniques and methods of planning, organizing, and writing various types of materials; and of research methods, principles, and philosophies. Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to prepare reports; to develop, evaluate, and interpret policies and procedures; and to train others. Strong project management skills with proven ability to organize and manage tasks effectively and efficiently with experience handling multiple projects. Strong communication skills and an ability to work with a wide array of people. Ability to understand and follow oral and written instructions and utilize resources to efficiently complete tasks.

PREFERRED EXPERIENCE:

Knowledge of Texas government and legislative process. Ability to perform advanced research design techniques. Minimum one year experience in financial analysis or related field.

NOTES

Veterans, Reservists, or National Guards with an MOS or additional duties that fall in Finance or other related fields pertaining to the minimum experience requirement may meet the minimum qualifications for this position. Please call 512-463-1736 for more information or assistance.

Military Crosswalk information can be accessed at:

<https://hr.sao.texas.gov/CompensationSystem/JobDescriptions>

HOW TO APPLY

Apply using State of Texas application form only, which can be found at

<http://www.twc.state.tx.us/jobs/gvjb/state-texas-application-employment.html#applicationForm>.

Applications may be submitted through WorkinTexas.com, emailed to lindsay.seymour@prb.texas.gov or mailed to Pension Review Board, P.O. Box 13498, Austin, TX 78711-3498.

ADDITIONAL INFORMATION:

The PRB is an Equal Employment Opportunity Employer. Selected applicant may be subjected to a background check. Official transcripts or other minimum requirement validations may be requested at the time of job offer. If hired for employment, you will need to provide documentation that establishes identity and employment eligibility. Documentation must be provided within three (3) days from date of hire. A complete list of acceptable documents is on file with the [Texas Workforce Commission](#).

Notice to Applicants Who May Require Reasonable Accommodation in the Interview Process: Applicants with disabilities who may need to discuss special accommodations during the interview process should contact Lindsay Seymour at 512-463-1736. If reasonably possible, please call at least 48 hours in advance to afford the agency sufficient time to properly review and coordinate your request.